

March 8, 2016



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
March 8, 2016**

Members Present

<input checked="" type="checkbox"/>	Dr. Don Daniel, Chairman
<input checked="" type="checkbox"/>	Steve Worsham, Vice Chairman
<input checked="" type="checkbox"/>	Chris Pickerell, Treasurer
<input checked="" type="checkbox"/>	Jason Waller, Assistant Treasurer
<input checked="" type="checkbox"/>	Paul Sirks, Secretary
<input checked="" type="checkbox"/>	Jim Apple, Assistant Secretary
<input checked="" type="checkbox"/>	Dr. Jim George

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Ray Knowis
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: Karla Smith and Bill Stuart (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.** Steve Worsham is acting Chairman. Mr. Worsham welcomed Chris Pickerell and Jason Waller to the Board. He also thanked Karla Smith and Sam Crimm for their service to the Board. Jon Glass reported that Wayne Thomas was retiring from the Tullahoma News later this month.
- 2. Minutes for the February 9, 2016 meeting were approved** as written.
- 3. Public comments** – Karla Smith reported on the Economic impact of AOPA Regional Fly-Ins. She reported that the average AOPA Fly-In with 2,500 people produced

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\$680,000 in direct economic impact to the host City and local economy. Attendance for the Tallahoma AOPA Fly-In was estimated at 3,700 people.

Bill Stuart requested permission to construct an asphalt drive way to the east of hangar N200 that would connect to the existing access road from Air Park Drive. **A motion was made and approved** to allow construction of the drive way.

4. **Treasurer's report** – Board members reviewed the financial reports. **A motion was made and approved** to accept the Treasurer's report.

5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – The carpets have been cleaned. We will go to our 6:00 pm closure time starting Sunday March 13 with the time change.

AOPA Grant – The \$15,000 reimbursement was received on 2/16/16 and the project is closed.

Maintenance Contract – A \$9,286.32 reimbursement has been submitted and accepted in Blackcat. A \$8,911.32 reimbursement was received on 2/15/16.

Airport Conference – The Conference is scheduled for March 15 and 16. I have Paul Sirks, Alderman Knowis, Jason Waller and Jon Glass attending so far. Please let me know if you plan on attending.

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14. Jody Baltz and Mr. Parish had a productive meeting on the extension of the runway.

Tree Clearing Project – The tree clearing grant has a remaining balance of \$5,000.00.

General Assembly HB1147/SB982 – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will

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have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. **ECD Commissioner Boyd presented the final recommendations of the Aviation Task Force to the Senate Transportation Committee meeting on March 7.**

National Guard – The National Guard would like to have a simulated ice storm drill at the Airport on May 13 to 15. They are looking at the NW area of the Airport to conduct the operation. They will attend the April 12 meeting to brief Board members on the operation.

Project #1 – Work is complete on this project. We have \$200,000 left remaining in the ramp concrete repair project that would require a local share. An amendment request has been submitted to Blackcat. The additional concrete repair work could be completed on south end of ramp using the current Curl Construction unit prices. The signed amendment and \$20,000 local share were submitted for execution on 10/1/15. **Curl has completed work in the south ramp hangar area. Some additional concrete milling work was included to help with drainage in front of 4 hangars. We still have about \$30,000 remaining in concrete repair work left over.**

Project #2 – This project consists of taxiway B repair by crack and seat with an asphalt overlay and grade and site work for the maintenance hangar. The Work Authorization has been signed and PDC is working on the design for the project. Four Contractors attended the pre-bid meeting and bids will be opened on 9/10/15 at 12:00 pm. **Curl Construction started work on the project 10/31/15. Dirt work for the asphalt ramp and hangar pads is complete along with drainage improvements. They are working on concrete milling on the taxiway.**

Project #3 – This project consists of taxiway lighting for taxiway B and K. It will also include electrical improvements to taxiway F, Airfield signage and ODAL's for runway 6. We are looking at the possibility of using solar powered taxiway lights. The Work Authorization will be discussed during the Project #2 90% design meeting. **A meeting will be held at the terminal building Friday at 11:00 am with Steve Upshaw and PDC to discuss this project.**

Project #4 – This project consists of the ramp expansion and maintenance hangar construction. The Work Authorization for Project #2 includes the ramp expansion design work. The \$225,000.00 amendment request was entered into Blackcat on 4/10/15 and will be on the agenda for the May 21 TAC meeting. Project approval will require a \$11,250.00 local share. The \$225,000 amendment request was approved and has been sent to the TDOT Commissioner for signature. A meeting is being scheduled for July 16 at 2:00 pm

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with Richard Rinks to discuss the hangar. Jon Glass will attend the September 8 Planning Commission meeting for the hangar. Bids on the maintenance hangar were received on 9/30/15 and the bid tab form is included for Board member review. Sain Construction is the low bidder at \$714,400.00 however this is over the grant amount (\$61,000) with Engineer fees included. A request for an additional \$40,000 UDAG loan will be on the 11/9/15 BOMA agenda and \$21,000 in cuts have been made to the hangar. With FAA approval of the Buy America Type 3 waiver request (5 to 7 days) we will be ready to execute the contract with Sain Construction and schedule the pre-construction meeting. The hangar is being constructed with 99.66% American made steel and parts. Sain Construction has been issued a Notice to Proceed and has ordered the building. **The building should arrive in late March. They are presently working on the footers and we are working on the final compaction report to obtain the building permit. Recommend that we use the Vandy LifeFlight lease as a template for the lease on this hangar with XP Services/Sarasota Avionics.**

Project #5 – This project will consist of 9/27 turf runway drainage improvements. PDC has completed design work for this project. The work should be done at the same time that the runway is extended. **Scot St John is working on a more detailed cost estimate for the Environmental work needed to extend the turf runway.**

Project Refunds – We had several projects that TAD is closing out and were under budget which means we will get a refund on the local share amount paid. **The refunds are expected to arrive by the end of February.**

16-0153 - \$9,503.47

16-0484 - \$99.00

16-0780 - \$4,953.71 – This refund will be returned to XP Services as they paid the local share of the ramp expansion project.

Vandy LifeFlight Ramp – Steve Upshaw visited the Airport 4/9/14. He will not support an emergency project request since Vandy could land on our ramp. He would like for us to examine milling out a few inches of concrete on the surface and repair the ramp. **There is no guarantee the milling option at \$3,000 to \$4,000 will correct the damaged concrete. Curl Construction will remove and replace 1,500 square feet of the damaged concrete for \$12,000 while they are fixing concrete on the ramp from project 16-555-0754-04. This would be eligible for 50/50 reimbursement on the maintenance contract. Jon Glass recommends replacement of the concrete. A motion was made and approved to pursue the \$12,000 full depth concrete repair method from Curl Construction.**

Coffee County Appropriation and Request – The \$12,000 approved last year will arrive this month. I have put together a request for \$15,000 for FY17 for Board

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approval. Board members approved requesting \$15,000 from the Coffee County Commission for FY17.

6/24 Striping and Marking – The \$100,500.00 project was entered into Blackcat on 4/10/15 and will be on the agenda for the May 21 TAC meeting. TAC approved the project and the local share amount of \$5,025.00 has been sent to TDOT along with the grant for the Commissioner's signature. The grant was executed on June 9, 2015. **Project is complete and final payment has been submitted to Blackcat. A motion was made and approved to make pavement of \$45,174.64 to Peek Pavement.**

North/South Asphalt Taxiway Seal Coat – This project has been submitted to Blackcat for TAD approval and funding. The project request was denied. **Work on the south taxiway will be deferred. The north taxiway will be completed and submitted on the 50/50 maintenance contract. The bid package will be ready to advertise in the Tulahoma News the week of March 7.**

Airport Pavement Condition Report – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports.

NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. The contract for the access road has been awarded to Rogers Group. It is scheduled to be complete by July 1, 2016. Rogers Group plans to start work in February.

Select TN Site Development Grant – The City is in the process of applying for a grant for the Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. **The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant.**

Airport Inspection – Brian Caldwell and Paul Perry completed the Airport inspection on 12/4/15. They mentioned a few minor issues to correct. Should receive the written report in 30 days.

FUEL SALES

Fuel sales for the month of February 2016 were 8,984.74 gallons. This is a 852.03 gallon decrease in the 9,836.77 gallons sold in February of 2015. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/16 to 2/29/16 = 18,925.85

Fuel Sales 1/1/15 to 2/29/15 = 19,747.22

February 2016	AVGAS	AVGAS SS	Total
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Gallons	2,209.1	1,934.14	4,143.24
Flow Fee	\$220.91	\$193.41	\$414.32
Pump Fee	\$1,104.55	\$483.53	\$1,588.08

February 2016	Jet Full Price	Jet Discount	Total
Gallons	739	4,102.5	4,841.5
Flow Fee	\$73.90	\$410.25	\$484.15
Truck Fee	\$73.90	\$410.25	\$484.15
Pump Fee	\$739.00	\$3,091.69	\$3,830.69

Total AVGAS & Jet Gallons = 8,984.74

Total Flow Fee = \$898.47

Total Jet Truck Fee = \$484.15

Total Pump Fee = \$5,418.77

Total Part-Time Employment Cost = \$3,504.50

Jet Truck Fee Minus Rental = -\$365.85

Pump Fee Minus Employment Cost = +\$1,914.27

FUEL PRICES

3/2/16	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.15		\$2.97		\$3.13	\$3.61
AVGAS FS	\$3.40	\$3.74	\$2.97	\$2.97	\$3.29	\$3.81
Jet	\$3.25	\$3.59	\$3.19	\$2.45	\$3.03	\$2.87

Average AVGAS price - \$4.08 Average Jet price - \$3.57

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
February 2015	9,836.77
February 2014	7,303.12
February 2013	5,166.83
February 2012	8,112.55
February 2011	2,918.6
February 2010	6,237.5

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MAINTENANCE/NAVAID PROBLEMS

NDB – No problems or outages for February 2016. The approach is scheduled to be decommissioned by FAA in the next 12 to 24 months.

VOR – FAA has sent out notices regarding the decommissioning of the VOR.

AWOS – No problems or outages for February 2016. TAD will replace and upgrade our AWOS in 2019. **TAD is ahead of schedule on the upgrades. It could happen here in the next 12 months.**

Veeder Root Fuel System – No problems or outages for February 2016.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for February 2016.

REILS AND PAPI – FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check. PAPI's have been turned back on.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS – We are handing out tote bags from the AOPA Fly-In to Airport Conference attendees. Women in Aviation group will be at the Beechcraft Museum on March 9.

SUGGESTION BOX – No suggestions as of 3/2/16.

6. Old Business:

- A. Ledford Mill Road Property** – Mr. Worsham reported that a motion to rezone this property died for the lack of a 2nd at the last BOMA meeting. Alderman Knowis reported that the conditional zoning issue was problematic and led to the defeat of this request. Mr. Worsham suggested that Jeremy Bell prepare a letter to the Planning Commission asking that they review the land use plan and zoning around the Airport in regards to the 2003 TDOT Agreement signed by the Airport Authority and City of Tullahoma. Alderman Knowis also would like for the Planning Commission to research Avigation easements.

7. New Business:

- A. Officer Elections** – The Following votes took place for Officer Elections:

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Chairman – Dr. Daniel was nominated and approved by acclimation.

Vice Chairman – Steve Worsham was nominated and approved by acclimation.

Treasurer – Chris Pickerell was nominated and approved by acclimation.

Assistant Treasurer – Paul Sirks and Jason Waller were nominated and Jason Waller received 6 votes and Paul Sirks 0 votes.

Secretary – Paul Sirks was nominated and approved by acclimation.

Assistant Secretary – Jim Apple was nominated and approved by acclimation.

8. Aldermen Knowis made his comments during Old Business.

9. Meeting was adjourned at 6:11 pm.

Submitted on 3/10/2016

<Original Signed>

Jon Glass

TAA, Airport Manager

Minutes approved during the _____ meeting